

17 JUL 1985

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MEMORANDUM FOR: Chief, Information Management Staff  
Directorate of Operations

Information Review Officer  
Directorate of Operations

Information Review Officer  
Directorate of Administration

Information Review Officer  
Directorate of Intelligence

Information Review Officer  
Directorate of Science and Technology

Information Review Officer  
Executive Registry

Freedom of Information Officer  
Office of General Counsel

Freedom of Information Officer  
Office of Legislative Liaison

FROM: Director of Information Services

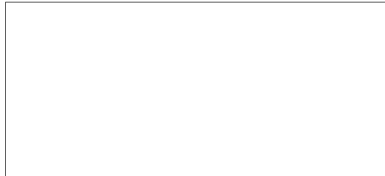
SUBJECT: 1985 Manpower Resources Allocated to FOIA

1. As part of his efforts to persuade Congress to enact the CIA Information Act of 1984, the Director made a commitment not to reduce the level of manpower resources allocated to the processing of FOIA and other information requests for a period of two years. The purpose of his commitment was to ensure a speedy reduction in both the backlog of existing requests and the average response time to process new requests. The manpower level to be maintained for this two-year time period was set at 114 man-years, which was the manpower level expended in calendar year 1984, as reported in the CIA FOIA report to Congress for 1984. Our manpower expenditure thus far for the first six

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months of 1985 is 115 man-years (100.0 actual man-years plus the 15% adjustment added on to account for sick and annual leave plus federal holidays).

2. You can see from this that we are right at the man-power level committed by the Director--with no cushion. Since it is imperative that we not drop below the 114 man-year level for 1985, I wanted to bring to your attention just how close we are to this level and urge you to monitor carefully the expenditure of man-hours in your respective components for the remainder of 1985. I realize that many of your employees will schedule leave during the summer months, but I remind you that we must maintain our man-power expenditure at least at current levels in order to meet the Director's commitment.



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